



# MEMORANDUM

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## **Banners, Balloons & Pennants - Guidelines For Obtaining Permits**

Banners, Balloons & Pennants are regulated by the Tucson Sign Code, which requires a permit be issued by the Sign Code Section of the Planning & Development Services Department (PDSD), at 201 N. Stone Ave. on the 1<sup>st</sup> floor of the Public Works building. You may mail in your request for a permit, with a check payable to the City of Tucson, to: City of Tucson, Planning & Development Services Department, Signs Division, P.O. Box 27210, Tucson, AZ 85726. Please include your contact information: email/phone/fax - indicate the address where the banner, balloon and/or pennants are proposed, the date you would like the permit to start, and the duration requested.

### **Listed below are guidelines to assist you with obtaining a BANNER permit.**

1. Maximum banners allowed – 1 per street frontage. (indicate how many banners you're requesting)
2. Maximum size – 90 sq. Ft. *Example- 6' x 15', 3' x 30' etc.*
3. Banner permits are issued in 45 day increments. A maximum of two, consecutive 45 day permits may be issued at one time (for each street front).
4. The permit fee for one banner is \$34.38, with a permit archive fee of \$16.50. (i.e. including the archive fee, a total of \$50.88 is applied for one banner permit, or \$85.26 for a 90 day permit duration.)
5. All corners of the banner must be attached to the building wall or façade.
6. Banners are not allowed in landscaping, attached to trees, poles, or vehicles.

### **Listed below are guidelines to assist you with obtaining a BALLOON permit.**

1. Maximum number allowed – 1 per business address.
2. The balloon cannot have mechanical or electronic movement, lighting or animation.
3. The permit fee is 17.16 each day, plus a permit archive fee of \$16.50. (i.e. a 10 day balloon permit is \$188.10, including the permit and permit archive fee.)
4. For safety, the balloon must be securely attached to the building or ground, and cannot block any vehicle or pedestrian areas.

### **Listed below are guidelines to assist you with obtaining a PENNANT permit.**

1. Pennants must be secured to the building and or light poles on private property.
2. Minimum vertical clearance over vehicle use areas is 15', and 8' over pedestrian areas.
3. Pennants are sold in 10 day increments. The permit fee is 68.75 for each 10 days displayed, plus a permit archive fee of \$16.50. (i.e. a 20 day display = \$154.00)

**Public Counter Hours for the Sign Code Section: 8-11:45 a.m. M-F**

**Contact us: [DSD\\_Signs@tucsonaz.gov](mailto:DSD_Signs@tucsonaz.gov) phone: 520-837-4975**